

# Personnel Policy Bulletin

Number: 2002-1

City of Lincoln

Date: May, 2002

Reference:	Title:
LB285 Commercial Motor Vehicle Safety Act of 1986 NAGE Labor Agreement  Supercedes: Personnel Policy Bulletin 94-5	Commercial Driver's License and Driver's License Personnel Policy Bulletin

Purpose: To provide guidelines for probationary and regular employees to obtain a Commercial Driver's License (CDL) or to renew a driver's license.

Applicability: Any probationary or regular employee who is working in a job classification which as a condition of employment must drive equipment or vehicles that requires a CDL or a driver's license to be in accordance with Federal and State Law.

Fees: License: The fees to obtain a learner's permit, a driver's license, a CDL and any endorsement will be the responsibility of the employee.

In accordance with NAGE Contract, Article 20, Section 5, the City will reimburse an employee whose pay range prefix is 'N' the difference in cost between a regular driver's license and a Commercial Driver's License, when the employee's position requires a CDL, and only when the CDL is renewed. Submit a photocopy of the renewed CDL to your supervisor for reimbursement. [i.e., \$50 (CDL) – \$18.75 (auto) = \$31.25 reimbursement]

CDL Physical Exam: If the employee's classification and job duties require driving across state lines, which requires a DOT physical examination, the physical exam cost will be paid by the City. Physical exams will be taken at the City-County Health Department or through a physician designated by the City on City time.

Time: Time required to renew a driver's license, take a written CDL exam, retake a failed exam, to renew a CDL, to obtain endorsement or to take the CDL exam after their operator license expires, will be handled in accordance with standard leave policies.

Any employee taking the CDL test who is required to take a skills test will take that skills test at the Third Party Testing site administered by the City, unless specifically waived. This skills test will be administered during normal business hours on City time.

Learner's Permit: A learner's permit will be allowed for individuals applying for a class requiring a CDL for the first time, i.e. a new hire or a promotion. In all instances individuals will be required to satisfactorily complete all testing within 60 days. Failure to complete this requirement as a condition of employment will result in termination in the case of a probationary employee or failure to qualify for status in the case of a promotion.

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In no instance will an existing employee who is required to obtain a CDL before license expiration be allowed to use a learner's permit to "buy time."

Expired Licenses: Employees whose CDL or driver's license expires will not be allowed to work until they have obtained the proper driver's license. Employees may request approval to take vacation leave if available in order to take the exam at the State Department of Motor Vehicles Testing Station.

However, upon expiration of that approved leave, failure to report to work with a CDL or driver's license after 3 days leave without pay will be considered an assumed resignation. Contractual provisions will prevail regarding leave provisions.

## Employee

Responsibility For CDL: Drivers of commercial vehicles cannot have more than one license. If this rule is broken a court may fine the individual up to \$5,000 or send them to jail. Possession of more than one license will result in discipline up to and including termination from the city upon discovery.

Drivers of commercial vehicles must notify their employer in writing within 30 days of a conviction for any traffic violation (except parking), regardless of what type of vehicle being driven. A Commercial Driver's License Notification of Traffic Violation form is attached, and may be reproduced as needed.

Drivers of commercial vehicles must notify the Nebraska Motor Vehicle licensing agency in writing within 30 days if convicted in any other state of any traffic violation (except parking), regardless of what type of vehicle being driven.

Failure to properly notify the City of driving convictions or loss of driving privileges will result in discipline, up to and including termination. This applies any time driving privileges are revoked, suspended or limited in any way by any court or the Nebraska Department of Motor Vehicles or any other Administrative agency of the state of Nebraska or any other state jurisdiction.

## Employee

### Responsibility for

Driver's License: Notify the immediate supervisor the next working day following a motor vehicle conviction which results in loss or suspension of the employee's driver's license.

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## Suspended

CDL or Driver's License: Any employee who occupies a position requiring a CDL or driver's license and whose CDL or driver's license is suspended, will be subject to disciplinary action up to and including termination.

## Snow Removal

### Positions:

Positions created to respond to snow emergencies filled by individuals normally working in classifications not requiring a CDL, must have a CDL to operate most snow removal equipment. Any individual who takes the Snow Removal Training Program in preparation for the snow removal season, must possess a valid learner's permit or CDL if training occurs on public roadways. The above provisions for obtaining a CDL apply to these individuals.

  
Georgia Glass  
Personnel Director

5-1-02  
Date

PKC4617

# COMMERCIAL DRIVER'S LICENSE NOTIFICATION OF TRAFFIC VIOLATION

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ DIVISION: \_\_\_\_\_

As a holder of a Commercial Driver's License (C.D.L.) I am responsible as follows:

1. I must notify the motor vehicle licensing agency within 30 days, If I am convicted in any other state of any traffic violation (except parking). This is true no matter what type of vehicle I was driving.
2. I must notify my immediate supervisor within 30 days of a conviction for any type of traffic violation which does not result in a loss of driving privilege (except parking). This is true no matter what type of vehicle I was driving.
3. I must notify my immediate supervisor the next working day following a motor vehicle conviction which results in loss or suspension of my driver's license.

Pursuant to that responsibility, I am hereby notifying the City of Lincoln of the following:

LICENSE NUMBER: \_\_\_\_\_ DATE ISSUED: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_ CLASS: \_\_\_\_\_

TYPE OF TRAFFIC VIOLATION: \_\_\_\_\_

TYPE OF VEHICLE OPERATED (Check one): Personal \_\_\_\_ C.D.L. \_\_\_\_

Other (please describe): \_\_\_\_\_

DATE TICKETED: \_\_\_\_\_ CITATION NO.: \_\_\_\_\_

DATE OF CONVICTION: \_\_\_\_\_

DID VIOLATION RESULT IN LOSS OF DRIVING PRIVILEGES: \_\_\_\_ YES \_\_\_\_ NO

IF YES, EXPLAIN: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Further, I understand that this document is an official City record, and that falsification of this document, or failure to report loss of driving privileges and/or license in the future is grounds for my being disciplined.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

Supervisor Signature: \_\_\_\_\_ Date Received: \_\_\_\_\_